

~~EYES ONLY~~

Approved For Release 2001/09/04 : CIA-RDP85-00988R000400010062-0

MEMORANDUM FOR: Director of Logistics

SUBJECT : Reorganization of Procurement Division, OL

1. I have reviewed the Division's assets in an attempt to achieve an absolute maximum staffing complement of 36 by 30 June 1975. I offer for your consideration the following alternative plans for both reorganization of the Division and a combined redistribution of the assets and the workload. You will note that each alternative contemplates certain conditions namely:

a. General Procurement Branch would be structured in such a manner as to parallel procurement officers to commodity teams in Supply Division, OL. (Attachment A denotes present implementation.)

b. It is recognized that there is a definite need for part-time employees, principally three each for 6 man-months, the equivalent of 1 1/2 man-years per year as follows:

(1) 6 man-months of a termination and settlement officer to be worked 2 or 3 days a week throughout the year, and

(2) two each 20-hour-per-week clericals to be assigned primarily to the General Procurement Branch but with the availability to act as rovers throughout the Division as backlogs demand.

c. In anticipation of your concurrence of the offered NE transfer of one GS-14 slot, I have placed that position in both alternative plans as a special assistant to the Chief, Procurement Division for accommodation procurements. In addition, and based on prior agreements, I have picked up the terminal operator/librarian which is to be supplied by the Supply Division, OL, and assumed that the individual will be a GS-05 not charged to Procurement Division's PCR.

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2. You will also note that the principal differences in the alternatives chosen have to do primarily with the incumbents of the available slots and a specific redistribution of certain personnel pending their reassignment elsewhere in the Office of Logistics or the contracting teams. My personal desires are reflected in Plan A which contemplates Procurement Division responsibility for the assignment of 88's, a function presently the responsibility of Supply Division, OL. However, I recognize the impact of what is herein proposed on certain individuals could act as a major deterrent to implementing the optimum plan A.

3. I am in the process of revising letters of instruction for specific individuals effected by this reorganization, however, subject to your approval, I will withhold formalizing same since I have not discussed the impact of the additional responsibilities with the planned incumbents.

4. In summary, Plan A contemplates an authorized table of organization (TO) of 37 PD/OL slots plus one assigned from NE/DDO and one transferred from SD/OL while Plan B achieves the mandated 36 TO sans the responsibility of internal assignments of 88's but includes the transferred non-chargeable slot from NE/DDO and that assigned slot from Supply Division, OL. Further, a grade point comparison of current PCR grade points is as follows:

	<u>PD</u>	<u>SD</u>	Total Resultant OL <u>Grade Points</u>	<u>NE</u>
Present	385			
Plan A	371	5	376	14
PD NGPS* (14) OL NGPS (9)				
Plan B	364	5	369	14
PD NGPS (21) OL NGPS (16)				

*Net Grade Point Savings

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5. Irrespective of whether or not the mandated 36 is ratified, I would still seek your approval to undertake the functional course of action outlined in either alternative to promote what I consider to be an increased efficiency of the procurement process within the Division.

TATINTL

Chief, Procurement Division, OL

Atts

- 1 - GPB Reorganization
- 2 - Plan A
- 3 - Plan B

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MEMORANDUM FOR: Chief, Procurement Division, OL

SUBJECT : General Procurement Branch, Revised
Organization Chart - Request for
Approval

1. The attached organization chart and accompanying individual commodity group assignments are submitted for your approval. It is based upon the Commodity Section A, B, and C breakdown outlined in Attachment C of Supply Division Instruction 7-6 dated February 1975 (copy attached), and should provide even greater compatibility with the Supply Division Section teams than now exists and further facilitate inter-divisional liaison.

2. In order to maintain a balanced workload between the sections and individuals, and to make maximum use of existing knowledge and experience, Procurement Officers [redacted] and [redacted] who are in Section C, and Procurement Officer [redacted] who is in Section B, have been assigned certain Section A responsibilities.

25X1A

25X1A

3. It should be noted that all Commodity Section Group Numbers are assigned except number 70 in Section C. It is my understanding that this group which is designated as General Purpose Automatic Data Processing Equipment, Software Supplies and Support Equipment, will be handled in its entirety by Procurement Division's ADP&E Section.

4. If approved by you, the revised organization and assignments will be effective immediately.

25X1A

[redacted]
Chief, General Procurement
Branch, PD/OL

Att:

APPROVED: (Commodity Group Section-70 assignments are to be made to ADP&ES/CMB/PD/OL.)

4 APR 1975

Date

Chief, Procurement Division, OL

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GENERAL PROCUREMENT BRANCH
INDIVIDUAL COMMODITY ASSIGNMENTS

COMMODITY SECTION A:

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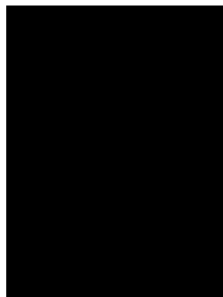


22-26; 28-30; 5960; 5961; 62; 63
67, 77, 78
31, 32; 34-49
65
66, 68, 69

(Note: 21, 27, 33, 50, 57, 60, 64 are unassigned)*

COMMODITY SECTION B:

25X1A



Senior Procurement Officer,
responsible for handling problem
cases and coordinating all efforts in
Sections A and B.
10-20; 51-56; 58

59 (except 5960 & 5961); 61

(To assist [REDACTED] as necessary and
also 31, 32, 34-49 in Section A)

25X1A

COMMODITY SECTION C:
& Miscellaneous

25X1A



Senior Procurement Officer
responsible for handling all C and
miscellaneous problem cases and coordi-
nation overall efforts.
85; 87-89; 91; 93-96; and repair contracts
75 (except 7520) Rental and Service
Contracts (also 65 in Section A)
71-73; 76; 79-84; 99 (also 66, 68, 69, in
Section A).

*Not utilized

25X1A [REDACTED] 100's services;
7420 (accounting and calculating machines)
7430 (Typewriters and Office type Composing Machines)
7520 (office devices and accessories)
7420 (office sound recording and reproducing machines)

25X1A [REDACTED] 78; 84; 7510 (office supplies);
7460 (visible record equipment),
rubber stamps

(NOTE: 82, 86, 90, 92, 97, 98 are unassigned).*

OTHER:

25X1A [REDACTED] - Imprest Fund Transactions
[REDACTED] - Medals, medallions, plaques; pins, awards, etc.

*Not utilized

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Attachment C
to SDI 7-6
February 1975

FEDERAL SUPPLY CLASSIFICATION GROUPS

COMMODITY SECTION A

<u>Group Number</u>	<u>Group Description</u>
10	Weapons
11	Nuclear Ordnance
12	Fire Control Equipment
13	Ammunition and Explosives
14	Guided Missiles
15	Aircraft and Airframe Structural Components
16	Aircraft Components and Accessories
17	Aircraft Launching, Landing, and Ground Handling Equipment
18	Space Vehicles
19	Ships, Small Craft, Pontoons, and Floating Docks
20	Ship and Marine Equipment
22	Railway Equipment
23	Ground Effect Vehicles, Motor Vehicles, Trailers, and Cycles
24	Tractors
25	Vehicular Equipment Components
26	Tires and Tubes
28	Engines, Turbines, and Components
29	Engine Accessories
30	Mechanical Power Transmission Equipment
31	Bearings
32	Woodworking Machinery and Equipment
34	Metalworking Machinery
35	Service and Trade Equipment
36	Special Industry Machinery
37	Agricultural Machinery and Equipment
38	Construction, Mining, Excavating, and Highway Maintenance Equipment
39	Materials Handling Equipment
40	Rope, Cable, Chain, and Fittings
41	Refrigeration, Air Conditioning, and Air Circulating Equipment
42	Fire Fighting, Rescue, and Safety Equipment
43	Pumps and Compressors
44	Furnace, Steam Plant, and Drying Equipment; and Nuclear Reactors
45	Plumbing, Heating, and Sanitation Equipment
46	Water Purification and Sewage Treatment Equipment

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COMMODITY SECTION A

<u>Group Number</u>	<u>Group Description</u>
47	Pipe, Tubing, Hose, and Fittings
48	Valves
49	Maintenance and Repair Shop Equipment
51	Hand Tools
52	Measuring Tools
53	Hardware and Abrasives
54	Prefabricated Structures and Scaffolding
55	Lumber, Millwork, Plywood, and Veneer
56	Construction and Building Materials
5960	Electron Tubes
5961	Semi-Conductors
62	Lighting Fixtures and Lamps
63	Alarm and Signal Systems
65	Medical, Dental, and Veterinary Equipment and Supplies
66	Instruments and Laboratory Equipment
67	Photographic Equipment
68	Chemicals and Chemical Products
69	Training Aids and Devices
77	Musical Instruments, Phonographs, and Home-Type Radios
78	Recreational and Athletic Equipment

COMMODITY SECTION B

<u>Group Number</u>	<u>Group Description</u>
58	Communication, Detection, and Coherent Radiation Equipment
59 (Except 5960, 5961)	Electrical and Electronic Equipment Components
61	Electric Wire, and Power and Distribution Equipment

COMMODITY SECTION C

<u>Group Number</u>	<u>Group Description</u>
70	General Purpose Automatic Data Processing Equipment, Software, Supplies and Support Equipment
71	Furniture
72	Household and Commercial Furnishings and Appliances
73	Food Preparation and Serving Equipment
74	Office Machines, Visible Record Equipment, and Data Processing Equipment
75	Office Supplies and Devices
76	Books, Maps, and Other Publications

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COMMODITY SECTION C

<u>Group Number</u>	<u>Group Description</u>
79	Cleaning Equipment and Supplies
80	Brushes, Paints, Sealers, and Adhesives
81	Containers, Packaging, and Packing Supplies
83	Textiles, Leather, Furs, Apparel and Shoe Findings, Tents and Flags
84	Clothing, Individual Equipment, and Insignia
85	Toiletries
87	Agricultural Supplies
88	Live Animals
89	Subsistence
91	Fuels, Lubricants, Oils, and Waxes
93	Nonmetallic Fabricated Materials
94	Nonmetallic Crude Materials
95	Metal Bars, Sheets, and Shapes
96	Ores, Minerals, and Their Primary Products
99	Miscellaneous

Note: Groups 21, 27, 33, 50, 57, 60, 64, 82, 86, 90, 92, 97, 98 are
unassigned or deleted.

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